

**Department of Human Resources**  
Carroll County Government  
225 North Center Street, Room 100  
Westminster, Maryland 21157  
410-386-2129



Currently accepting applications for:  
**Program Coordinator - Guardianship**  
**Bureau of Aging and Disabilities**

An Equal Opportunity Employer

**Program Coordinator, Guardianship Program – Bureau of Aging and Disabilities**

\$20.75 hourly (Grade C10), 40 hours per week

Hours are typically Monday through Friday from 8:00 am – 5:00 pm

**Apply by 5:00 pm on Wednesday, March 2, 2022**

The Bureau of Aging and Disabilities is seeking an experienced and outgoing social services professional to oversee and carry out the duties of the Guardianship Program in accordance with Federal, State, and local laws.

The Program Coordinator of the Guardianship Program will be responsible for overseeing the placement, medical care, safety, and wellbeing of Guardianship clients. The selected individual will conduct client visits, attend care plan meetings, attend Court hearings, and ensure clients receive quality of care in the least restrictive environment. The Program Coordinator will also provide staff supervision.

The ideal candidate for this opportunity will be organized and goal oriented with the ability to maintain and monitor workflow while managing multiple tasks, possess excellent customer service and leadership skills, have strong written and verbal communication skills and work well with staff, community partner agencies and staff of long-term care facilities. The individual will also be able to work effectively with vulnerable older adults, including individuals who have cognitive impairments. The position also requires on-call availability.

Click [here](#) for the full job description

**Qualifications:**

1. Bachelor's degree with major course work in gerontology, social work, or related field
2. Three years' experience in case management or program implementation
3. Valid driver's license
4. Requires criminal background check as condition of employment

*A comparable amount of training and experience may be substituted for the minimum qualifications*

**Benefits of working for Carroll County Government:**

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 13 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

**How to apply:**

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 02/09/2022  
(22-123)

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.